

Minimum Qualification Specifications  
for the Class:

ECONOMICS RESEARCH PROGRAM MANAGER  
(ECONOMICS RESEARCH PROGRAM MGR)

**Basic Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree in economics or business administration which included at least twenty-one (21) semester credit hours in economics plus three (3) semester credit hours in statistics, accounting or calculus.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in the above majors with coursework described above may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind, quality and amount described below, or any other equivalent combination of training and experience.

Specialized Experience: Six (6) years of progressively responsible professional work experience conducting complex economic research studies and analyses of major economic areas or issues which demonstrated a comprehensive understanding of economic principles and theories as well as the implications of economic information and trends; and skill in the application of economic analysis in the formulation of sound projects and programs.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of

supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **Substitutions Allowed**

1. A master's degree in economics, or business administration with emphasis in economics, from an accredited college or university may be substituted for one (1) year of the Specialized Experience.
2. Successful completion of graduate-level course work in economics, or business administration with emphasis in economics, from an accredited college or university may be substituted for the Specialized Experience on the basis of 30 semester or 45 quarter credit hours for one (1) year of the Specialized Experience, up to a maximum of two (2) years.
3. A Ph.D. degree in economics, or business administration with emphasis in economics, including thesis, from an accredited college or university may be substituted for three (3) years of the Specialized Experience.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class ECONOMICS RESEARCH PROGRAM MANAGER, which were approved on October 30, 1998.

DATE APPROVED: 5/21/2012

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development